



## ANNUAL ATTORNEY REGISTRATION – REGISTRATION LAPSED

- ✓ **DO NOT submit a paper copy of the Attorney Registration Form to the District of Utah to reinstate your bar membership.**
- ✓ Your PACER and CM/ECF accounts must be NextGen ready and linked to access the CM/ECF system to renew your membership. Review the court's NextGen information link on the court's homepage for more information.
- ✓ You must register online using the District of Utah's CM/ECF system, which is found by clicking the E-filing (CM/ECF) link on the court's homepage.
- ✓ You will need to use the correct registration event that corresponds with your current membership status before your registration can be processed.
- ✓ Your status will change to "Registration Lapsed" in the court's [Attorney Directory](#) if you fail to register by July 1. If you do not know your membership status, please verify your status using the court's Attorney Directory before you attempt to reinstate your membership.
- ✓ Please review DUCivR 83-1.2 for additional information about the annual attorney registration requirements.
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

## INSTRUCTIONS

- Step 1 After logging into to CM/ECF, click on the *Civil* in the menu bar.



*NOTE: If you do not see the Civil or Criminal options, then your CM/ECF and PACER accounts are not linked. You will be unable to complete the Annual Attorney Registration unless your accounts are linked. Please review Link PACER to CM/ECF instructions, available on the court's NetGen CM/ECF webpage, to link your accounts.*

- Step 2 Under Attorney Events, select *Annual Attorney Registration* to view the list of *Available Events*.

### Civil Events

#### Attorney Events

[Annual Attorney Registration](#) ←

- Step 3 Under Available Events, select *Reactivation for Registration Lapsed Attorneys* and click next.

A screenshot of the 'Annual Attorney Registration' page. The page has a light purple background. At the top, the title 'Annual Attorney Registration' is in blue. Below it, there is a section titled 'Available Events (click to select an event)' with a list of events: 'Reactivation for Registration Lapsed Attorneys', 'Refund Request-Duplicate Payment of Admission or Registration', 'Registration for Active Attorneys', 'Registration for Federal Attorneys', 'Registration for Fee Suspended Attorneys', 'Registration for Inactive Attorneys', and 'Request to go Inactive'. The 'Reactivation for Registration Lapsed Attorneys' option is selected. To the right of this list is a 'Selected Event' dropdown menu, which also shows 'Reactivation for Registration Lapsed Attorneys'. Below the list and dropdown are 'Next' and 'Clear' buttons. A red arrow points to the 'Reactivation for Registration Lapsed Attorneys' option in the 'Available Events' list.

- Step 4 DO NOT click on the case number. Click next.

#### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

DO NOT click on the case number - it is a link to the docket sheet. Click NEXT to continue

- Step 5 Enter your Utah State Bar number and click next.

#### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

Utah State Bar Number:

Step 6 Review the requirements for active membership status. If you agree to those requirements, then click next.

#### Annual Attorney Registration

[2:20-nr-09999 Attorney Registration 2020](#)

This event is to process the annual attorney registration for Utdattorney, Two

I hereby certify that:

1. I am Utdattorney, Two,
2. I have provided a valid email address to PACER, and acknowledge all court notifications will be sent to t
3. I am an active member in good standing of the Utah State Bar;
4. I have read and will comply with the current Local Rules of Practice, Utah Rules of Professional Conduct
5. I will accept a reasonable number of pro bono assignments in civil cases in this district,
6. I acknowledge that the court has mandated electronic filing and will comply accordingly.

If you are unable to certify the above, please contact the Attorney Registration Clerk, 801-524-6100

Step 7 Review the payment requirements and click next.

Payments will be completed using PACER and Pay.gov on the screens that follow.

After entering your payment information you will be redirected to CM/ECF to finish the event.

NOTE: You will still be charged if you make the payment but do not finish the event in CM/ECF

*NOTE: Pay.gov is a service that is used by the District Court and PACER to process fees. It is not a department of, or managed by, the District of Utah.*

Step 8 Review the fee that you will be charged to reactivate your bar membership and click next.

#### Annual Attorney Registration

[2:18-nr-09999 Attorney Registration 2018](#)

Fee: \$200

CM/ECF will temporarily route you to PACER to collect your payment using Pay.gov.

*Note: You may need to login to PACER to complete the payment.*

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRA

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

*\* Required Information*

Username *\**

Password *\**

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Account Number	7002948
Username	beckettsam
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

**Pay Filing Fee for Utah District Court (test)**

*\* Required Information*

**Payment Amount**

Amount Due *\** **\$200.00**

**Select a Payment Method**

☐ Enter a credit card

☐ Enter an ACH account

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Step 9 Select the payment method (credit card or ACH) and click next.

*Note: After you select a payment method, the PACER screen will expand to allow you to enter in payment information.*

Step 10 Enter all required payment information, check the payment authorization box, and then click submit.

After submitting your payment request, you will be routed back to CM/ECF to complete your registration.

*Note: Confirm your email address is correct to receive your payment receipt. Save a copy of your payment receipt. Your receipt number is required to process any refund, if necessary.*

Account Number7002948  
Usernamebeckettssam  
Account Balance\$0.00  
Case Search StatusActive  
Account TypeUpgraded PACER Account

Pay Filing Fee for Utah District Court (test)

\* Required Information

Payment Amount

Amount Due \*\$200.00

Select a Payment Method

☒ Enter a credit card

Account Holder Name \*Sam Beckett  
Card Type \*Select Card Type  
Account Number \*  
Card Expiration Date \*01 / 2021  
☐ Use billing address  
Address \*  
City \*  
State \*Select State  
Zip/Postal Code \*  
Country \*United States of America  

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

NextCancel

Pay Filing Fee for Utah District Court (test)

Payment Summary

Payment Method

VISA

XXXXXXXXXXXX4747

01/2022

Sam Beckett

123 Any Street

Your Town, NY

10022

USA

Payment Details

Payment Amount

\$200.00

Fee Type

Filing Fee

Email Receipt

Emailutdpacer+beckett@gmail.com  
Confirm Emailutdpacer+beckett@gmail.com  
Additional Email Addresses

Authorization

☐ I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

SubmitBackCancel

Step 11 Note that confirmation will be emailed the next day. Click Next.

Annual Attorney Registration

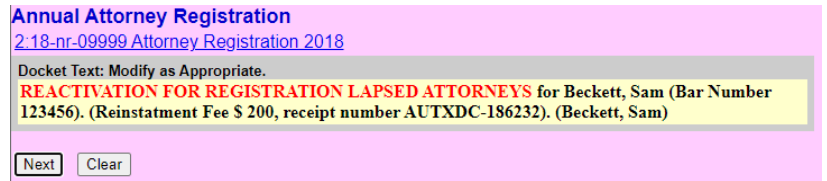
2:18-nr-09999 Attorney Registration 2018

You will NOT receive an immediate confirmation, you will receive a confirmation email the next day.

Next

Clear

Step 11 Click next. Your Annual Attorney Registration is complete and will be processed by the court. You will receive notification that your registration was successfully processed or rejected.



The screenshot shows a web interface for 'Annual Attorney Registration'. At the top, there is a blue header with the title 'Annual Attorney Registration' and a link '2:18-nr-09999 Attorney Registration 2018'. Below this is a grey box containing the text 'Docket Text: Modify as Appropriate.' and a yellow box with the text 'REACTIVATION FOR REGISTRATION LAPSED ATTORNEYS for Beckett, Sam (Bar Number 123456). (Reinstatement Fee \$ 200, receipt number AUTXDC-186232). (Beckett, Sam)'. At the bottom of the interface are two buttons: 'Next' and 'Clear'.

Step 12 Confirm your contact information, including email address, is current in PACER.

Please review the Update Contact Information instructions, available on the court's website, to complete this step. Updating your contact information in PACER will not notify case participants of any changes to your contact information in your active cases. You will need to file a Notice of Change of Address.